



Minutes
BOARD OF TRUSTEES AGENDA
December 15, 2009
Hampton Inn & Suites - Idaho Center
5750 E. Franklin Road
Nampa, Idaho

Present:

Guy Hurlbutt, Chairman
Mary (M.C.) Niland, Vice Chairman
Mark Dunham, Secretary/Treasurer
Stanley Bastian
Tammy Ray

Absent:

None.

Call to Order.

Trustee Hurlbutt called the meeting to order at 1:00 p.m.

Public Input.

None.

Consent Agenda.

- a. Minutes.
- b. Financial Report.
- c. Employee Ratification

M (Bastian): to approve consent agenda as presented. (*Motion approved unanimously.*)

Chairman Hurlbutt asked for clarification on the procedure for ratifying CWI employees. President Glandon reminded the Trustees they had previously agreed to ratify employees quarterly and requested they receive resumes and job descriptions for positions being filled at Dean, or higher, level.

California Collegiate Brain Trust Update.

Eva Conrad and Rocky Young presented completed projects for the Trustees to review and approve.

Mission Document: Developed to meet or exceed the new accreditation standards requiring a comprehensive statement of CWI's mission. The document has three components:

- A description of the institution's purpose;
- The naming of specific core themes within that purpose; and
- Intended outcomes of each core theme, which define how the college will measure its success in fulfilling the mission.

Dr. Conrad asked the Trustees to select one of the two vision statements discussed at the October 1, 2009 meeting between CCBT and the Board, and then approve the Mission Document.

M (Dunham): to approve the Mission Document as presented by CCBT using the following Vision statement: "The College of Western Idaho provides affordable, quality teaching and learning opportunities for all to excel at learning for life."
(Motion approved unanimously.)

Institutional Strategic Directions Directory: This is a summary of the institutional strategic directions, showing specific elements developed by the College to support the general directions developed by the Board. This is unchanged from the October meeting but it has been segmented into the 1st five years and 2nd five years. This document was presented for informational purposes. Trustee Bastian asked for minor wording change on page 6.

M (Dunham): to approve the "Making Decisions at the College of Western Idaho" document as presented. *(Motion approved unanimously.)*

Educational Master Plan, Chapters 1-4: Each chapter of the Educational Master Plan outlines the timeline and specific action steps necessary to achieve the institutional strategic directions that are within the scope of educational programs and services. This chapter has been extensively reviewed by the college and the College Council has recommended approval.

M (Niland): to approve the "Educational Master Plan 2010-2015 as presented.
(Motion approved unanimously.)

Next Steps: Includes development of unit plans for all programs and service units within the College. This will lead to development of the Staffing Plan for the College.

Finance Committee Report.

Trustee Ray and Cheryl Wright, CWI Vice President, Finance and Administration, reviewed the Finance Committee report. Areas reviewed include: Major Expenditures, Reserves, Financial Analysis, and Requests for Proposal.

President Glandon stated that a new Executive Summary will be presented to the Trustees showing actual revenue and expense data.

Trustee Ray reported that Rich Stover, CWI Legal Counsel, determined that CWI does not need a separate policy for disposing of assets, as it is required to follow the same process as Idaho school boards follow.

Chairman Hurlbutt asked when the board would need to discuss tuition and fees. President Glandon clarified that the tuition and fees discussion will be on the January regular meeting agenda.

President's Report.

- Enrollment Update:
 - New & Continuing Students that have Registered: 3,715
 - New Students that have Applied but not Accepted: 1,025
 - Community & Governmental Relations reported on activities focusing on four major areas:
 - Community relations (37 contacts)
 - Governmental Relations (10 contacts)
 - Economic Development (14 contacts)
 - Campus Issues (11 contacts)
- Time frame for these activities is from 9/1/09 – 12/15/09
- CWD Reported on activities during the month of November, identified as follows:
 - Request for Information Received/New Leads
 - Leads and Follow-up Calls in Process
 - New Program Development
 - Future Follow-up
 - Preliminary Proposal Sent
 - Programs in Process
 - 2010
 - CWI Program Analysis Process has begun, starting with programs on the BSU campus and includes:
 - Reviewing financial viability beginning with a business perspective.
 - Utilizing EMSI and placement data.
 - Teaching to industry standard.
 - Programs must have a viable Technical Advisory Committee.
 - Five programs identified by EMSI need to be reviewed immediately.
 - Recommendations to be made to the board no later than the February, 2010 meeting.
 - Target date of March 15, 2010 to notify staff of any program changes.
 - NIC/CSI/CWI Trustee Meetings.
 - Joint meeting of the Trustees and/or Presidents from NIC, CSI and CWI will be held in January, in Boise.
 - CWI Foundation Update.
 - Articles of Incorporation have been filed with the state.
 - Bylaws have been revised.

Foundation Update.

Dr. Joan Edwards provided an update on current activities:

- CWI is officially a non-profit corporation.
- Dr. Edwards will begin cultivating new Foundation board members after the holidays with the target date of June 2010 to launch the new board.
- Three positions funded by the Albertsons Foundation grant have been posted and interviews have begun. They are:
 - Director of Development
 - Grants Writer/Coordinator
 - Database Specialist
- Restructuring of the Office of Institutional Advancement has begun and includes:

- Marketing
- Development
- Institutional Research
- Trustee Dunham was appointed to represent the Trustees on the Foundation Board.
- Dr. Edwards presented the draft Bylaws of the Foundation for approval by the Board.

M (Dunham): to approve the "Foundation Bylaws" as amended. (Motion approved unanimously.)

On behalf of the Board of Trustees, Chairman Hurlbutt recognized the dedication and hard work of retiring Vice President for Instruction and Student Services, Dr. Victor Watson. Dr. Watson was one of the original core employees that helped develop and move CWI forward so quickly.

CWI Advisory Council.

Chairman Hurlbutt welcomed and introduced the current members of the CWI Advisory Council. Role clarification and board expectations of the council were discussed. President Glandon will work closely with the Advisory Council to address significant issues that the College is facing, i.e. program relocation and development of corporate partnerships.

President Hurlbutt stated that he believes the most critical issue facing CWI at this time is the relocation of CWI programs that reside on the BSU campus. President Glandon will bring program information on current and future space needs for all CWI programs to the next Advisory Council meeting.

PTE Program Presentation

Dr. Vera McCrink introduced Jeff Schroeder, Department Chair of Transportation Programs, and Steve Rayburn, Program Head for CWI Heavy Duty Truck & Equipment Technology. An overview of the Heavy Duty Truck and Heavy Equipment programs was presented and Joshua Christenson, a current Heavy Equipment student, spoke of what lead him to enroll in this program and expressed his appreciation for the program and quality of instruction he received.

Old Business.

None.

New Business.

None.

Adjourn.

Chairman Hurlbutt adjourned the meeting at 5:08 p.m.



Mark Dunham, Secretary



Date